# MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

APPLICATION GUIDELINES
FOR HOUSING AND
NEIGHBORHOOD RENEWAL PROJECTS
FOR THE FALL 2007
GRANT COMPETITION

MONTANA DEPARTMENT OF COMMERCE

### MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## APPLICATION GUIDELINES FOR HOUSING AND NEIGHBORHOOD RENEWAL PROJECTS FOR THE FALL 2007 GRANT COMPETITION

### MONTANA DEPARTMENT OF COMMERCE

Anthony J. Preite, Director

Dave Cole, Administrator Community Development Division

Gus Byrom, CDBG Program Manager Housing and Public Facilities

Program Specialists: Frank Kromkowski, Jennifer Olson, and Joe LaForest

Joanne Gilbert, Program Assistant

September 2007

### APPLICATION GUIDELINES FOR HOUSING AND NEIGHBORHOOD RENEWAL PROJECTS FOR THE FALL 2007 GRANT COMPETITION

### **TABLE OF CONTENTS**

INTRO	DDUCTION	i
I.	BACKGROUND	1
II.	2008 CDBG PROGRAM FOR HOUSING AND NEIGHBORHOOD RENEWAL AND PUBLIC FACILITIES	2
	NATIONAL AND STATE OBJECTIVES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM	2
	PROJECT CATEGORIES	2
	Economic Development Projects	3
	Housing and Neighborhood Renewal Projects	3
	Planning Projects	3
	Public Facilities Projects	
	ELIGIBLE ACTIVITIESAPPLICATION CYCLE FOR 2008	
	GRANT CEILINGS	
	DISTRIBUTION OF CDBG FUNDS FOR THE FFY 2008 PROGRAM	
	Economic Development Category	5
	Housing and Neighborhood Renewal and Public Facilities Categories	5
	ALLOCATION OF CDBG FUNDS	_
	REALLOCATION OF FUNDS	
III.	GENERAL REQUIREMENTS FOR SUBMITTING CDBG HOUSING AND AND NEIGHBORHOOD RENEWAL AND PUBLIC FACILITIES APPLICATIONS ELIGIBLE APPLICANTS	g
	NUMBER OF APPLICATIONS PERMITTED PER APPLICANTRE-APPLICATION	
IV.	APPLICATION EVALUATION AND RANKING	14
	SELECTION OF APPROPRIATE PROJECT CATEGORY	
	RANKING PROCEDURES	14
V.	HOUSING AND NEIGHBORHOOD RENEWAL PROJECTSINTRODUCTION	
	USE OF CDBG FUNDS FOR PREPARATION OF LOCAL GOVERNMENT	10
	GROWTH POLICIES AND CAPITAL IMPROVEMENTS PROGRAMS	16
	ELIGIBLE HOUSING AND NEIGHBORHOOD RENEWAL	
	ACTIVITIES	18
	TEMPORARY, SHORT TERM, OR TRANSITIONAL HOUSING	40
	FACILITIES TYPES OF ELIGIBLE HOUSING ACTIVITIES	۱۳ ۱۵
	SPECIAL REQUIREMENTS FOR HOUSING AND NEIGHBORHOOD	13
	RENEWAL PROJECTS	23
	HOUSING AND NEIGHBORHOOD RENEWAL CATEGORY RANKING CRITERIA. COMMUNITY PLANNING AND CITIZEN PARTICIPATION	

	PROJECT STRATEGY AND COMMUNITY EFFORTS	50
	BENEFIT TO LOW AND MODERATE INCOME PERSONS	57
	IMPLEMENTATION AND MANAGEMENT	_
VI.	PROCEDURES FOR GRANT AWARD	
	ANNOUNCEMENT OF RANKING RESULTS AND GRANT AWARDS	70
	RE-RANKING OF APPLICATIONS	70
	APPLICATION REVIEW	70
	APPLICANT APPEAL	
VII.	PROJECT START-UP AND MANAGEMENT	
	AMOUNT OF GRANT AWARD	
	PROJECT START-UP REQUIREMENTS	71
	GRANT CONTRACT	72
	COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS	72
	COMMITMENT OF NON-CDBG RESOURCES	73
	PROJECT MONITORING	
	TIMELY PROJECT COMPLETION	
	DISPLACEMENT	73
	ACQUISITION	
	PROGRAM INCOME FROM HOUSING AND PUBLIC FACILITY PROJECTS	
	CONTRACT AMENDMENTS	
		/ 3

The Montana Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operation of its program, services, or activities. Individuals who need aids or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

Five copies of the CDBG application and attachments, plus one copy on computer diskette, are to be delivered or postmarked on or before December 7, 2007.

Copies of applications for CDBG funding and all attachments must be submitted to:

Community Development Block Grant Program
Community Development Division
Montana Department of Commerce
301 South Park Ave / P.O. Box 200523
Helena, MT 59620-0523

Phone: (406) 841-2791 TDD: (406) 841-2702 Fax: (406) 841-2771

Website: http://comdev.mt.gov/CDD\_CDBG.asp

### **APPENDICES**

APPENDIX A GRANT AWARDS FOR THE 2007 CDBG HOUSING GRANT COMPETITION A-1
APPENDIX B  NATIONAL OBJECTIVES FOR THE 2008 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPENDIX C STATE OBJECTIVES FOR THE 2008 MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPENDIX D  APPLICATION INSTRUCTIONS AND FORMAT FOR CDBG HOUSING AND NEIGHBORHOOD RENEWAL PROJECTS
APPENDIX E SUGGESTIONS FOR WRITING SUCCESSFUL CDBG APPLICATIONS E-1
APPENDIX F  CHECKLIST OF GENERAL REQUIREMENTS FOR CDBG HOUSING AND  NEIGHBORHOOD RENEWAL PROJECTSF-1
APPENDIX G  CHECKLIST OF KEY SPECIAL REQUIREMENTS FOR CDBG HOUSING AND NEIGHBORHOOD RENEWAL PROJECTS
APPENDIX H SAMPLE FORMATS FOR PUBLIC NOTICES
APPENDIX I HUD LEAD-BASED PAINT REQUIREMENTS
APPENDIX J CDBG BENEFIT TO LOW AND MODERATE INCOME PERSONS J-1
APPENDIX K HUD LMI LIMITS (MARCH 2007) K-1
APPENDIX L HOUSING DATA SUMMARY FORM AND STRUCTURAL CONDITION SURVEY FORML-1
APPENDIX M  SAMPLE PROJECT MANAGEMENT PLAN AND  QUARTERLY IMPLEMENTATION SCHEDULE
APPENDIX N  SPECIAL REQUIREMENTS FOR PROJECTS INVOLVING  NON-PROFIT OR FOR-PROFIT ORGANIZATIONS

	IDIX O SAMPLE RESOLUTION TO AUTHORIZE SUBMISSION OF CDBG APPLICATION	O-1
	IDIX P MAP REQUIREMENTS AND RESOURCES – AND RESOURCES FOR EVALUATING LOCAL HOUSING NEEDS	P-1
	IDIX Q MONTANA DEPARTMENT OF COMMERCE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CERTIFICATIONS FOR APPLICATION	Q-1
APPEN	IDIX R PROGRAM INCOME	R-1
F	IDIX S PRELIMINARY ARCHITECTURAL REPORT FOR NEW CONSTRUCTION OR REHABILITATION OF EXISTING BUILDINGS (EXCLUDING SINGLE FAMILY RESIDENCES)	S-1
	IDIX T MONTANA POPULATION REPORT BY U.S. CENSUS BUREAU – 1970, 1980, 1990, AND 2000	.T-1
APPEN	IDIX U MONTANA'S ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN	U-1
(	IDIX V SAMPLE RESOLUTION FOR A CERTIFIED REGIONAL DEVELOPMENT CORPORATION TO SUPPORT AN APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM	V-1